

Recall Instructions for Contract-Covered Employees

Recall is a process of referring names of employees who have been laid off for priority hiring consideration by agencies. AFSCME and UE/IUP contract-covered employees are placed on recall for the class and layoff unit from which laid off and may apply for up to 15 job classes for which an employee is qualified. SPOC-covered employees are eligible to be recalled to the class and agency from which laid off.

To apply for recall, a current employment application must be on file with the Department of Administrative Services-Human Resources Enterprise (DAS-HRE). Additionally, the employee must complete a Recall/Outplacement application. This can be done electronically or by paper application.

Online Application: Complete a new or update an existing State of Iowa application in BrassRing:

1. Go to <http://das.hre.iowa.gov/iowa.jobs.promo.html>
2. Select the Add/Update Resume/Application option

Once your application is on file, DAS-HRE will e-link the Recall/Outplacement form to you to complete.

Paper Application: Complete the paper Application for State Employment and Recall/Outplacement Application form, and fax it to 515-281-7970, or mail it to:

DAS-HRE Employment Bureau
Hoover State Office Building
1305 East Walnut, Level A
Des Moines, Iowa 50319-0150

On the Recall/Outplacement form list, the class code and full title for each job class for which you are applying (example: 00025-Secretary 1). Leave the 'Job Titles' field blank on the State of Iowa Application unless you are applying for a specific Job Vacancy Number.

If you apply for a job that requires a typing test, you will not be referred for that job class unless you have passed the required typing test. If you need to take a typing test, you will receive a notice. You may take the test at Iowa Workforce Development Centers, high schools, temporary employment offices (e.g., Olsten or Kelly), private companies, or area community colleges. The passing score for the typing test is 40 wpm. Submit your passing score to the address above.

Keep a copy of your recall form for your records. You will receive written notification of all job classes for which you **do not** qualify. You will **not** receive written notice of the ones for which you do qualify.

Your eligibility for recall will expire if you decline an offer of a job from a recall list or your time has expired under the applicable collective bargaining agreement:

- AFSCME classes: two years
- UE/IUP classes: two years
- SPOC classes: eighteen months

You may change your information on your recall application monthly. Changes might include:

- adding/removing job classes
- adding/removing counties
- changing shift availability

You may change your name, address and phone number at any time. Requests for change must include your name and change requested. Indicate that the change is to your recall record only.

If you want to make changes to your state application contact DAS-HRE through U.S. mail, email or by calling the automated call processing system at 515-281-3087.

If you would like assistance completing your DAS-HRE recall form, please contact your agency's Personnel Assistant or contact DAS-HRE at 515-281-5889.